17 SEP 1981

ODP #*81-1251*
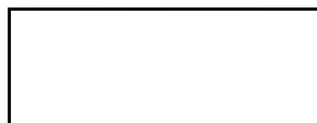
MEMORANDUM FOR: See Distribution

STAT   FROM:

Director of Information Services, DDA

SUBJECT: Evaluation of the Agency's Information Security
Program by the Information Security Oversight
Office

1. For your information, attached is the latest evaluation of the
Agency's information security program prepared by the Information Security
Oversight Office. As you will note, the findings generally are favorable
and the recommendations for improvement relatively minor.

2. Please thank the participants for their cooperation during this
inspection and commend them for a job well done.

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Attachment:
 As stated

SUBJECT: Evaluation of the Agency's Information Security Program
by the Information Security Oversight Office

Distribution:
  Director, Intelligence Community Staff
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General Information Security $81-292/6$

Services Oversight
Approved For Release 2003/11/05 : CIA-RDP84-00933R000100270004-0 $81-0436/1$
Administration Office   Washington

JUL 28 1981
Mr. Harry E. Fitzwater
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Fitzwater:

Over a period of several months analysts of the Information Security Oversight Office (ISOO) have conducted inspections of several Directorates and offices in the Central Intelligence Agency (CIA). The inspections were conducted in accordance with the provisions of Section 5-2, Executive Order 12065. We believe that the enclosed report, documenting the findings of the ISOO analysts, represents an accurate picture of those aspects of the programs evaluated and offers reasonable proposals for improvement.

The review has shown that the CIA has an excellent information security program. I encourage the CIA to continue its support in implementing the provisions of the Order.

I appreciate the cooperation and courtesy extended to ISOO analysts during the inspections. Be assured that ISOO will assist in any way possible to help your agency meet the goals of Executive Order 12065.

Sincerely,

STEVEN GARFINKEL
Director

ATTACHMENTS:

1. Inspection Report
2. Areas, Dates and Subjects of Inspection

ATTACHMENT NO. 1

INFORMATION SECURITY OVERSIGHT OFFICE
INSPECTION OF THE CENTRAL INTELLIGENCE AGENCY

I. **GENERAL**

The Information Security Oversight Office (ISOO), established under Executive Order 12065, is responsible for monitoring Executive branch agencies and their actions to implement the provisions of the Order. Overall policy direction is provided to ISOO by the National Security Council. Sections 5-202 (a) and (h) of the Order authorize ISOO to conduct onsite reviews of the information security program of each agency that handles classified information. In compliance with the above provisions, Jane Payne and Harold Mason, ISOO analysts, conducted five reviews of various phases of the Central Intelligence Agency's (CIA) information security program. Areas, dates and subjects of the inspection are provided on Attachment No. 2.

II. **FINDINGS**

A. <u>Status of Implementation</u>. Throughout the CIA, there is consistency in marking, safeguarding, classification and general compliance with the provisions of the Order and ISOO Implementing Directive No. 1. This is attributable to (1) excellent training provided to all personnel; (2) the use of specialized classification guides and (3) other programs that prescribe the requirements for the protection of intelligence activities, sources, methods and other sensitive information. The inspections indicate that CIA personnel have an excellent understanding of the Order and comply with its provisions.

1. <u>Classification.</u>

a. <u>Original Classification.</u> Officials granted original classification authority are designated in writing and limited in number. Extensive use of classification guides limits the number of original classification decisions to a minimum.

b. <u>Identification and Markings.</u> CIA's compliance with the portion marking provision of the Order is commendable. In many instances, documents reviewed contained subportion marking in addition to the portion marking. This is extremely beneficial to user agencies who incorporate or paraphrase information from CIA documents in subsequent reports.

The manner in which CIA marks its documents, when utilizing a classification guide, is among the most complete and thorough of any agency the analysts have inspected. Instead of merely identifying the guide the classifier also identifies the section in which the subject matter is located; the person who derivatively classifies the document; the date for review or declassification; and the reason for extension, when extended. When more than one section of the guide is used, the classifier identifies the guides and sections after each paragraph and marks "multiple

source" in the "derived from" section of the stamped marking. This procedure enabled the ISOO analysts to conduct an audit trail in a minimum period of time.

c.   Derivative Classification. The CIA is one of the few agencies which identifies personnel authorized to classify derivatively . This is beneficial for administrative purposes.

d.   Classification Guides. Classification guides have been published for each of the four directorates and have been in use since 1978. Recently, a consolidated guide has been prepared for the use of all four directorates. This consolidated guide is presently being coordinated within CIA prior to publication.

2.   Systematic Review for Declassification.

The present CIA commitment to the systematic review for declassification (SRD) program involves approximately 40 personnel with a budget in excess of $1 million (not including buildings, computer equipment, etc.). It is anticipated that the program will reach $20 million (including a 5 percent inflation factor) if continued until 1988.

Administrative support for Freedom of Information Act (FOIA), SRD and mandatory review is provided by the same organizational unit. Declassified records are not segregated after review in order to maintain the integrity of the original files. However, CIA notifies the Carrollton Press whenever they declassify material. The CIA has set aside a reading room for release of information to the media, public interest groups and other members of the public to review declassified material upon request.

3.   Safeguarding.

The CIA is in compliance with the safeguarding procedures established under the Order.

B.   Document Review.

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a.   DDS & [   ] The ISOO analysts reviewed reports in the Production and Analysis Branch which were compiled through overt collection procedures. One of these reports (TRENDS) is occasionally marked with a security classification such as "Confidential-declassify in six months." Since this report is based upon information already in the public domain (newspapers, radio broadcasts) the analysts challenged its justification. The CIA explained that they were currently conducting a six-month study into the propriety of using a security classification on this type of report. ISOO requests that it be apprised of the results of this study.

b.   DCI/OLC. Several minor marking deficiencies were noted, mainly concerning memoranda for the record; some lacked portion markings and others bore no markings other than the level of classification.

c. DDO/DCD. The majority of documents reviewed were original classification decisions and contained no portion marking. The analysts were informed that the reports contained raw intelligence information making it impossible to determine the proper portion markings.

III. CONCLUSIONS

The Central Intelligence Agency appears dedicated in its desire to comply fully with the provisions of the Order. Officials interviewed were cognizant of the Order and implementing directive and sincere in their desire to implement a strong information security program.

IV. RECOMMENDATIONS

1. After the study has been completed on the TRENDS report in DDS&T☐ and a determination made; provide ISOO with information on the decision. (Section II B a)   STAT

2. Provide additional guidance to DCI/OLC on the proper procedures for marking. (Section II B b)

3. Determine if documents generated in DDO/☐ can be portion marked. (Section II B c)   25X1

ATTACHMENT No. 2

AREAS, DATES AND SUBJECTS OF INSPECTION

DATES	AREA OF VISIT	SUBJECTS
FEB. 25, 1981	DDA/OIS	The Use of Computers to Enhance Security Briefing
	DDS & T Registry	DDS & T's Computer Assisted Registry Briefing and Document Review
	NFAC/OER	Briefing and Document Review
March 18, 1981	DDS & ☐	Briefing and Document Review
	DDA/OIS	Systematic Review for Declassification Briefing
April 8, 1981	DDA/ODP	Project Safe Briefing
	NFAC/OCO	Briefing and Document Review
	DCI/OLC	Briefing and Document Review
May 14, 1981	DDA/OIS	Briefing on Classification Guides
	DDO ☐	Briefing and Document Review
June 23, 1981	DDO/Geographical Area	Document Review
	DDA/OIS	Review of Visits and Out Briefing

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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Evaluation of the Agency's Information Security Program by the
Information Security Oversight Office

STAT

FROM:			EXTENSION	NO.
Acting Director of Information Services 1206 Ames Building				DATE **17 SEP 1981** STAT

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. EO ODP 2D0105 Headquarters		21 sept	OD	
2. A/D/ODP		21 sep	BDB	
3. D/ODP		9/20		
4. C/MS				
5. C/AS				
6. RMO		23 Sept	HW	
7. Registry		30 SEP	BCS	
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